

**DIA DECLASSIFICATION/RELEASE INSTRUCTIONS ON FILE**

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## DIA DECLASSIFICATION/RELEASE INSTRUCTIONS ON FILE

CODIB-D-75/1  
1 March 1965UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATIONProposal for Central Storage Facilities for  
Inactive USIB Community Agency Records

1. CODIB-D-75 of 30 January 1961 reflected agreement among the Records Management Officers of the Departments of the Air Force, Army, Navy, State, the Atomic Energy Commission, the Federal Bureau of Investigation and the Central Intelligence Agency to ease records management handling problems involving inactive materials older than five years.
2. The Chief of CIA's Records Management Staff has sent the attached memorandum and study to reflect further efforts to control the volume and processing of retired USIB community records.
3. It is suggested that the attached be discussed at a forthcoming meeting.

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[REDACTED]  
Paul A. Borel  
Chairman

Attachment

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MEMORANDUM

TO : Chairman, Committee on Documentation      DATE: 18 Jan 1965

FROM : CIA Records Administration Staff/DD/S

SUBJECT: Central Storage Facilities for Records of USIB Community Agencies

1. The attached Staff study describes a proposal that can contribute to the control of volume as well as content and scope of USIB community records.
2. The paper proposes intelligence community use of space in the new Federal Records Center to be built at Suitland, Maryland which will be completed by February 1967. The proposal has been concurred in by the Records Management Officers of DIA, State Department and CIA and approved in principle by AEC.
3. The National Security Agency plans to store records in the Suitland Center in the area assigned to the intelligence community, but this space will be separated from all other records, have its own physical security controls and access will be restricted to NSA personnel. The NSA representative feels that due to the nature of the end products of his Agency "... It is not feasible to participate in all aspects of the USIB Records Center."
4. To date, no comment on this proposal has been received from the Federal Bureau of Investigation.
5. This paper is being submitted to CODIB for their information and comment.

S/

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## MEMORANDUM \*

TO : CIA Records Administration Officer DATE: 10 November 1964  
FROM : [REDACTED] Records Analyst STATINTL  
SUBJECT: USIB Records Center

## OBJECTIVE

To establish a central records facility in the new Federal Records Center at Suitland, Maryland for storing inactive intelligence products and related documents of concerned USIB Community Agencies.

## ASSUMPTIONS

1. That the physical security of the facility will be approved by the Agencies concerned.
2. That staffing and personnel security requirements will be approved by the participating agencies.

## Facts

1. Agencies of the USIB Community have agreed in principle with the provisions of CODIB-D-75, 30 January 1961, concerning interagency use of record copies of intelligence products. It was the intention of this agreement to control growth of reference collections by destroying inactive material received from other Agencies, and to rely on the Agency of record for future reference needs.
2. Within the USIB Community copies of intelligence products are held in scattered locations such as offices, libraries, agency records centers, the Federal Records Center and the National Archives.
3. Reference service to scattered collections is often cumbersome and time consuming.
4. Some persons responsible for administering and servicing reference collections are reluctant to destroy another agency's material because they doubt that agency can produce needed records. The same persons are critical of the time involved in getting reference service.

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5. The concerned Records Officers of the USIB Community agree that a centralized records storage facility should be established in the new Federal Records Center at Suitland, Maryland. Officials of the National Archives and Records Service have provided for the space and physical security arrangements required by these agencies.

**Discussion**

1. The Federal Government has established a precedent for the utility of specialized records facilities. The National Archives and Records Service, GSA, built and operates the Civilian Personnel and the Military Personnel Records Centers in St. Louis, Missouri. These centers presently store and service more than 2,500,000 cubic feet of records.

2. The Federal Records Center in Alexandria, Virginia now stores and services more than 50,000 cubic feet of intelligence records of the Defense Intelligence Agency (which includes ONI, ACSI and AFCIN) and the Department of State. These records could serve as a nucleus for the proposed USIB Center.

3. To increase the effectiveness of the program envisioned in CODIB-D-75, the custodians of intelligence reference collections need more assurance that other agency products will be available when needed and within the shortest time possible. A central records facility for the USIB Community would store record copies and/or distribution copies of intelligence products and related records of all concerned agencies. A principal mission of this facility would be to secure and maintain on a continuing basis complete sets of intelligence products and thus supply the needed assurance of availability. Also, a central records facility would expedite reference service since there would be only one point of call, and courier service could be provided on a priority or a routine basis. Priority delivery could be made within an hour or two and the routine within a working day.

**Conclusion**

1. The control of growth as well as content of intelligence reference collections within the USIB Community is a continuing problem recently alluded to in the Stage 1 Report of the Staff for the Community Information Processing Study (SCIPS). That report estimated that "... there are 220 million unit records in the central reference files of the Community . . . and that the present new growth of these files is at the rate of 30 million unit records per year . . ." A central records facility for the USIB Community could contribute to the control of this growth by storing and servicing the intelligence products

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of the Community and thus permit destruction of inactive copies held in various reference collections. The Community would also benefit in terms of content control by knowing what records would be available. Also, the Community could be assured of preservation of their intelligence archives.

2. The actions proposed in this paper relate to the mission of the Committee on Documentation, USIB (CODIB) in respect to promoting optional use of information of intelligence value, and in respect to their responsibility for monitoring interagency agreements concerning such matters.

Action Recommended

1. That the Records Officers concerned formally concur in the objective of this paper as stated above.
2. That this proposed be coordinated with CODIB for the purpose of informing the USIB Community.

s/ [REDACTED]

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Concurrences:

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s/ [REDACTED]  
Central Intelligence Agency

Chief, Records Administration Staff 10 Nov 1964  
Title Date

s/ Donald J. Simon  
Department of State

Chief, Div. of Records Mgmt. Nov. 13, 1964  
Title Date

s/ Robert D. Rice  
Defense Intelligence Agency

Chief, Records Mgmt Group Nov 12 1964  
DIASA-5  
Title Date

See attached memorandum  
Atomic Energy Commission

\_\_\_\_\_  
Title Date

See paragraph 3 of transmittal memorandum  
National Security Agency

\_\_\_\_\_  
Title Date

See paragraph 4 of transmittal memorandum  
Federal Bureau of Investigation

\_\_\_\_\_  
Title Date

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UNITED STATES  
ATOMIC ENERGY COMMISSION  
WASHINGTON, D.C. 20545

December 8, 1964

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Chief  
Records Administration Staff  
Central Intelligence Agency  
Washington, D.C.

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Dear [REDACTED]

Reference is made to the proposal for the establishment of a central records facility for storing inactive intelligence files of USIB3 Community Agencies.

The AEC is in agreement with the objectives of the proposal; however, our volume of inactive intelligence records is comparatively small and economically maintained. The manpower and other costs attendant to their preparation for retirement to a central storage facility would be disproportionate to any advantage that the AEC might gain. Under these circumstances, we plan to retain our small collection of inactive intelligence data.

As outlined in my letter to you on April 28, 1960, the AEC retains select intelligence documents originated by other agencies to minimize our need for requesting reference service. We feel the minimal cost of storing and maintaining this small volume of duplicated records is far outweighed by in-house capability to provide ready access. We will continue to provide other agencies reference service to inactive AEC originated documents as requested and available.

Sincerely yours,

s/ Thomas J. Pugliese

Thomas J. Pugliese, Chief  
Records Management Branch  
Office of the Controller

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11 May 1965  
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UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

Minutes of the Sixty-second Meeting, 4 May 1965

Members or Their Representatives Present

STATE	-	Mr. A. Sidney Buford, III
DIA	-	Mr. John F. Kullgren
ARMY	-	Lt. Col. Frank Case
NAVY	-	Mr. M. Zane Thornton
AIR FORCE	-	Col. Byron L. Schatzley
NSA	-	[REDACTED]
DDR&E	-	Dr. Ruth M. Davis
FEI	-	Not Represented
AEC	-	Not Represented
CIA	-	Mr. Paul A. Borel, Chairman
CSE	-	Mr. John H. Toler, Acting Secretary

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Associate Members Present

NBS	-	Dr. Samuel N. Alexander
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Others Present

DIA	-	Mr. Robert P. Alexander
	-	Mr. Harry Covill
	-	Cdr. Carl R. Lambert
NEA	-	Mr. Thomas J. Stratton
STATE	-	Mr. Curtis L. Fritz
CIA	-	[REDACTED]
	-	[REDACTED]
	-	[REDACTED]
	-	[REDACTED]

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downgrading and  
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1. The minutes of the sixty-first meeting (CODIB-M-61, 24 March 1965) were approved as amended (CODIB-M-61/1, 9 April 1965).

2. CODIB-D-75/1, 1 March 1965 (Proposal for Central Storage Facilities for Inactive USIB Community Agency Records): The Chairman said that he wished to be sure that there was no misunderstanding or lack of agreement on the proposal before it was given a CODIB blessing. Mr. Cavill, Records Management Group, DIA stated that Col. Johnson, Assistant Chief of Staff for Administration, had called a meeting of records management officers of OSD, JCS, and the military services. All of these officers concurred in the proposal. Dr. Sanford reiterated a request made at the previous CODIB meeting to amend the staff study of 10 November 1964 which was attached to CODIB-D-75/1, 1 March 1965 (Attachment to CODIB-M-61). There being no objections raised it was so directed and the proposal as amended was endorsed by CODIB.

3. USIB-D-5, 1/5, 12 April 1965 (Action on Committee Structure of USIB) was referenced by the Chairman. He noted that this directive had been approved and that CODIB would henceforth have a CIA member in addition to the present chairmanship.

4. State Membership Change: Mr. A. Sidney Buford III was welcomed to the Committee as the new State member. Mr. Ed Wilson, who has been replaced by Mr. Buford, has been assigned to Caracas, Venezuela and will leave for his new post 1 July 1965. It was moved by Col. Schaeley and seconded by Dr. Davis that the Committee recognize the exemplary manner in which Mr. Wilson performed his CODIB responsibilities by presenting him with a certificate of appreciation. The motion was approved.

5. Task Team Report: The Chairman called for the status of respective task team efforts, particularly concerning dates when written reports might be expected.



CIA ARCHIVES AND RECORDS CENTER

16 May 1967

LISTING OF INTELLIGENCE PUBLICATIONS CLASSIFIED UP TO AND  
INCLUDING SECRET TO BE TRANSFERRED TO THE SUITLAND FEDERAL  
RECORDS CENTER:

DCI AREA

Historical Staff

1. Studies in Intelligence

ONE

1. National Intelligence Estimates (NIE)
2. Special National Intelligence Estimates (SNIE)

DDI AREA

CGS

1. Intelligence Collection Guide (RR C. CG)

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OCR

1. Intelligence Publication Index (IPI)
2. Biographic Handbook (BH)
3. Reference Aids (CR-A)
4. Biographic Reference Aids (GR-BA)
5. Biographic Intell. Report (CR-BR)
6. Intelligence Subject Code (ISC)

OBI

1. Maps
2. National Intelligence Survey (NIS)
3. Geographic Intell. Memoranda (GM)
4. Geographic Intell. Report (GR)
5. Geographic Support Project (GS)

OCI

1. Intelligence Handbook

ORR

1. Intelligence Reports (RR IR)
2. Intelligence Memoranda (RR IM)
3. ORR Projects (RR SP)
4. Intelligence Handbooks (RR IH)

NPIC

1. Photographic Intelligence Report (R)
2. Photographic Intell. Briefs (B)
3. Joint Photographic Intell. Reports (JR)
4. Photographic Intell. Briefs (PIB)
5. Photographic Intell. Memoranda (PIM)

DD/S&T AREA

OSI

1. Scientific Intell. Digests (SD)
2. Scientific Intell. Memoranda (SM)
3. Scientific Intell. Reports (SR)
4. Scientific & Technical Intell. Reports (STIR)
5. Weekly Surveyors (WS)

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*8/25/64*

*25 AUG 1964*

*8/25/64*

MEMORANDUM FOR: CIA Records Administration Officer

SUBJECT

: Proposed Storage of USIB Material in the  
Federal Records Center, Suitland, Maryland

1. The plans and specifications of an Archives facility to be constructed in Suitland, Maryland have been reviewed. The specifications cited for the two vaults in subject facility meet this Agency's requirements for the storage of classified material of the type indicated below.

2. It is understood that the material proposed for storage in this facility would be NIS and similar type USIB publications as well as OCR collected material from other USIB members. There would be no material bearing a classification higher than SECRET and no material with special sensitivity indicators.

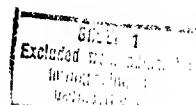
3. It is further understood that the procedures and controls to be set up for the operation of this facility will be coordinated with, and subject to the approval of this Office.



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Chief, Physical Security Division, OS

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Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 30 November 1961

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FROM :

SUBJECT: Report Re: Microfilming Records in the Agency Records  
Center

1. The sheer volume of 29,437 cu. ft. of records dictated that only a cursory examination of them would be practical in arriving at answers to [REDACTED]'s questions concerning the possibility of these records being microfilmed. In terms of individual sheets of paper 29,437 cu. ft. amounts to approximately 58 million. Based on my findings upon examining the records together with inspection of inventory cards describing the records and conferences with [REDACTED] employees I feel confident that the estimates contained herein below are reasonably accurate.

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2. Answers to the specific questions asked by [REDACTED] are set forth below along with a discussion of facts and figures leading to the answers.

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a. Is the material suitable for microfilming? This question is concerned only with the physical qualities of the records--not with the retention value of the material. It is estimated that approximately 27,000 cu. ft. could be microfilmed through the use of relatively high speed cameras. The remaining 2,500 cu. ft. consist of materials that do not lend themselves to microfilming, such as, IBM cards, sound belt recordings motion picture film, short lengths of microfilm, oversize documents, etc.

b. What would it cost to microfilm? The only type or method of filming considered here for such a large volume of records is that which calls for using the 16mm rotary high speed camera with both manual and automatic feed. Total costs for this method, including document preparation (removing fasteners, bindings, etc.), preparing indexing devices (substituting hand printed targets for drawer labels, divider and folder tabs, etc.), camera operation, film developing, film inspection, carton labelling, supervision and labor,

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materials and supplies would approximate \$25 per cu. ft. or \$675,000 for the complete job of 27,000 cu. ft. This is the least expensive method of microfilming available. Technically, microfilm produced by this method would be of good quality for projection viewing-- virtually 100% legible provided all hard copy is legible. It would be satisfactory for the most part for obtaining enlarged paper prints by using manually operated enlargers or microfilm reader-printers. Due to a great range in density and a relatively low resolution quality it would not be generally suitable for high speed quantity printing on automatic enlargers.

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c. Who would do the filming? The Agency does not begin to have the facilities required for a job of this magnitude. In terms of trained personnel, approx. 110 man years would be needed to complete this job not including personnel and facilities required to process 18,000 reels of film. Certainly, the job should be performed at a pace to keep ahead of net accretions at [redacted] which have been averaging 10,000 cu. ft. per year for the past few years. Just to keep pace with accretions would require 40-45 full time employees. To complete the filming of 27,000 cu. ft. in one year by Agency personnel would require 112 employees including film processing personnel. Since the Agency would need to recruit and train these people for only a one-time operation, the entire recruiting and training costs must be added to the cost given in 2b, above. That cost of approximately \$25 per cu. ft. is estimated to be what it would amount to if an outside contractor were hired to do the job. However, an outside contract would present a serious security problem as it would mean that from 60 to 120 contract employees would have to be amply cleared to handle the classified material involved. I would be inclined to recommend that the preparation of the records for filming and inspection of the completed film be performed by Agency employees and the actual filming by contract employees. This would mean that only 15 to 20 contract employees would have to be cleared. Less training of personnel would be involved by adopting this course as almost any unskilled clerk could do the bulk of the job with no training. Contracting for the actual filming would obviate the need for selecting and training operators and for procuring a large amount of equipment for one-time use.

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- d. What would be the cost of retrieval in terms of personnel and special equipment? This question is discussed with e below.
- e. Where should the film be stored and serviced? It is recommended that the completed film reels be returned to the offices having prime interest in the records contained thereon. Probably the Area Records Officers should have physical custody of the reels. In the main, reference to the filmed records would be through use of microfilm readers. Very few readers in addition to those already available would be required-- perhaps as many as 12 at a cost of about \$10,000. The use of hard copy reproductions should be permitted only where clearly needed. Printed reproductions from the film would run from 5 to 12 cents per sheet depending on type of equipment used and straight run quantities. They could be produced on the spot with reader-printer equipment or through centralized facilities such as PSD/OL. The integrity of the various files or groups of records need not be disturbed. All documents would be filmed in the same order as they now exist and the present indexing arrangement for the hard copy files would hold for the microfilmed files. In my opinion microfilm will provide a satisfactory reference medium to these records if the Agency decides to film. Except for the very large initial cost I do not foresee much in the way of continuing costs for equipment nor the need for additional employees to service the film files.

[REDACTED]

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